

Law Enforcement Terrorism Prevention Program (LETPP) FY 2005 Guidelines

The Law Enforcement Terrorism Prevention Program (LETPP) provides federal funds to assist state and local law enforcement agencies prevent and respond to potential acts of terrorism. As Virginia's Criminal Justice Planning Agency, the Department of Criminal Justice Services, is designated the administering agency for making these funds available to law enforcement through state and local units of government. Funding for the Law Enforcement Terrorism Prevention Program comes from the Department of Homeland Security (DHS) and through the Virginia Department of Emergency Management (VDEM).

The Law Enforcement Terrorism Prevention Program provides assistance to law enforcement agencies enabling their capabilities for detecting deterring, disrupting and preventing acts of terrorism. Awards were designed to provide assistance to all police departments, and sheriffs' offices within county or city boundaries including all incorporated or unincorporated towns, regardless of whether or not they have primary law enforcement responsibilities. **There are no matching requirements for this program.**

Funding was allocated on a formula basis to assist law enforcement with planning, organizational activities, training, training exercises and procurement of equipment. Support projects and objectives identified in either your 2003 State Homeland Security Assessments or Strategies Online Assessment Tool or identified as a departmental need were the primary focus of the funding.

Authorized funding from the Law Enforcement Terrorism Prevention Program may be used for equipment, training, training exercises, planning and organizational activities to support the following activities:

- 1. Information sharing to preempt terrorist attacks**

Allows purchase of equipment and support of efficient and expeditious sharing of information and intelligence that could preempt possible terrorist attacks.

- 2. Target hardening to reduce vulnerability of selected high value targets**

Funds under this category will allow law enforcement communities to make vulnerable targets more resistant to attack or more difficult to remove or damage.

3. Threat recognition to recognize the potential or development of a threat

Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct additional training that assists in further recognizing the potential or development of a threat.

4. Intervention activities to interdict terrorists before they can execute threat

Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct activities to further enhance their capabilities to prevent domestic terrorism incidents.

5. Interoperable Communications:

Funds provided under this category will allow law enforcement personnel to purchase equipment to ensure interoperable communications between, and among law enforcement agencies and other emergency service providers such as fire and emergency management. (A comprehensive interoperable communications plan is required before these purchases can be made.) When procuring equipment for communication system development and expansion, a standards-based approach should be used to begin migration to multi-jurisdictional and multi-disciplinary interoperability. Specifically, all new systems should be compatible with the ANSI/TIA/EIAA-102 Phase 1 (Project 25 or P25) suite of standards. The FCC has chosen the P25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band and the Integrated Wireless Network (IWN) of the U.S. The Justice and Treasury Departments has chosen the Project 25 Suite of standards for their new radio equipment.

Interoperable Communication purchases must be in compliance with the Virginia Statewide Plan for Communications Interoperability located at <http://www.interoperability.publicsafety.virginia.gov/StratPlan/index.cfm>. For more information on these standards please contact Chris Essid, Commonwealth Interoperability Coordinator, at (804) 225-3800 or chris.essid@governor.virginia.gov.

This award process was designed in an attempt to streamline the approval process and allocate funds more quickly. **In order to receive funding; you must complete all of the following activities:**

1. Sign and submit award forms accepting the funding and terms and conditions of the grant.
2. Complete the Initial Strategy and Procurement Form and submit it to DCJS.
 - Identify goals and objectives from the Commonwealth of Virginia State Strategy
 - Request equipment, training, training exercises, organizational activities and planning needs authorized. Under the provisions of this grant, you may **only** request, and purchase the items authorized on the FY2005 Authorized Equipment List (AEL) located on the National Memorial Institute for the Prevention of Terrorism (MIPT) **website <http://www2.rkb.mipt.org/>**
 - Review and comply with DHS/ODP guidelines on allowable costs.
3. Obtain written approval to purchase requested items from DCJS
4. Submit "Drawdown Verification List"
5. Submit revised ISPF as needed
6. Purchase approved items
7. Return any unspent funds to DCJS

I. Submit Award Forms

Review the award package and Conditions of Award. If you agree to the terms and conditions stated in the award package, sign and date the award document and return to DCJS by November 22, 2005. After submitting signed acceptance of award, please review and complete the forms, spreadsheets and activities listed in the following sections.

II. Complete the Initial Strategy and Procurement Form (ISPF)

To complete the Initial Strategy and Procurement Form, you will need copies of the following:

- A. The Initial Strategy and Procurement Form
<http://www.dcjs.virginia.gov/cple/grants/letpp/ISPF.cfm>
- B. The 2003 Commonwealth of Virginia State Strategy (CVSS)
<http://www.dcjs.virginia.gov/cple/grants/letpp/VaStateStrategy.cfm>
- C. Allowable cost guidelines as listed by the MIPT
<http://www2.rkb.mipt.org>

Directions for completing page 1 of the Initial Strategy and Procurement Form

If you have incorporated towns within your boundaries, submit separate forms for each locality.

Item 1. Legal Agency Name. List the legal name of the agency listed in the award package.

Item 2. Legal Jurisdiction Name. If applicable, list the name of the town receiving equipment or items that will be purchased with this award. Please complete a separate form for each jurisdiction participating in this award.

Items 3, and 4. Coordinator Identification. Identify the grant coordinator or person preparing the document and list the contact information for that person.

Item 5. Goals and Objectives. Review the Commonwealth of Virginia State Strategy (CVSS) to identify the goal and objectives your locality will use to prevent and respond to potential acts of terrorism under this grant. The goal and objectives you choose from the CVSS must link to the project, activities, and purchases you choose to complete under the terms of this grant. It is important to note there must be an understandable correlation between the goals and objectives identified in the CVSS and the FY2005 projects you identify for this award. In completing the ISPF, you do not need to write the goal or objectives, you may simply write the *number* of the goal and objectives listed in the CVSS. For instance if you chose Goal # 2 listed on page 5 of the CVSS, “Enhancing the Ability to Detect and Prevent Future Acts of Terrorism”, simply write “Goal #2.” You need not write the goal or the objectives. You must however, select **two** objectives for each goal chosen.

Item 6. Project Detail. The Project Detail identifies the title of your project. There are several projects listed as examples. Choose one of the projects listed, or list the project title of your choice on the line marked “other.”

Item 7. Solution Area. The solution area identifies the approach you will take to better secure your community against the threat of terrorism. You may check one or more solution areas for each goal and objective. You must complete one ISPF for each goal that your locality will use to respond or prevent acts of terrorism.

Directions for completing page 2. of the ISPF

The second page of the ISPF identifies the items, services or equipment you are requesting to purchase under the Law Enforcement Terrorism Prevention Program. On the ISPF, list the items or services you intend to purchase, describe the item by model type or function and list the estimated cost of those items. For each item listed, you must identify if the solution area is

planning, training, exercises equipment or organizational. Review the National Memorial Institute for the Prevention of Terrorism (MIPT) website to determine if your proposed purchases are allowable costs.

All equipment, training, training exercises, planning and organizational activities must be pre-approved in writing by DCJS prior to purchase. It is recommended that your FY2003 Threat Assessment be utilized as a guiding tool to determine items needed for your locality. Will will be allowed to purchase items outside the scope of your assessment.

You will need to check the authorization of each item requested. In order to complete this task you need to log onto the MIPT website at <http://www2.rkb.mipt.org/> and establish a password. Once you are granted temporary entry into the website locate the Authorized Equipment List (AEL) at the top of the page. This AEL site has multiple grant programs listed; remove the check marks from all funding streams except the LETPP. The site will provide a list of 16 categories from which to search for authorization. Locate your requested item under appropriate category. If item is authorized, category will state "YES" next to LETPP. Any item not authorized by the AEL listing will have to have written approval by DCJS prior to purchasing.

Allowable Organizational Activities

Allowable expenditures in this category include overtime costs for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security only during an "Orange" alert. This includes activities such as Anti-terrorism Task Forces, Joint Terrorism Task Forces, Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002) and Terrorism Early Warning Groups. Funding may not be used to supplant ongoing, routine public safety activities of state and local law enforcement. All requests of this nature must be submitted in writing to DCJS. No more than 20% of LETPP funds may be used for overtime costs for organizational activities without prior approval.

Please complete the ISPF by January 31, 2006 and submit by e-mail to shelia.anderson@dcjs.virginia.gov

III. Obtain approval to purchase items requested

After DCJS receives the Initial Strategy Implementation and Procurement Form the grant monitors will review the information. Approval will be processed within 45 days. You will receive written notification of approval to purchase equipment and services. Because all funding

must comply with federal cost guidelines, do not obligate funds or make any purchases until you receive approval in writing from DCJS.

Funds not obligated by December 31, 2006 must be returned to DCJS.

IV. Purchases

Some purchases will require that you follow OSHA standards. Please adhere to those guidelines and standards, as you will be required to certify that all federal guidelines were followed. Retain all copies of your purchase order and receipt of purchase for documentation, as you will be required to submit copies to DCJS.

V. Processing Procurements

In order to draw funds you will be required to utilize the “*Drawdown Certification list.*” Funds can be drawdown as a partial payment or a whole payment. There will be four drawdown periods from which you are eligible to request funds. You are allowed to draw partial or full grant award request during the authorized drawdown quarters. **Request for funds must be within 120 days of expenditure.** The drawdown periods for funding are:

1. April 1, 2006
2. July 2, 2006
3. October 1, 2006
4. December 1, 2006 (this is the final drawdown)

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Request for funding drawdown are to be mailed to Program Monitor Shelia Anderson at ;
DCJS

202 North Ninth St.

Richmond, VA 23219 .

During the Drawdown period you will be allowed to make changes to the ISPF.

VI. REPORTING REQUIREMENTS

Other Reports and Due Dates

The Biannual Report (BSIR) details obligations made by each unit of government, primary activities, anticipated outcome, expected allocations by discipline, projected use of funds by solution area. This report will be will completed by locality representative identified by VDEM.

Due date	Submission Form	Reporting or Reporting Period
01/31/2006	Initial Strategy and Procurement Form	Identifies goals, objectives and purchases
04/01/2006 07/02/2006 10/03/2006 12/01/2006	Drawdown Certification list Final Drawdown	To document obligation of funds (Changes to the ISPF allowed during this period) ALL PURCHASES MUST BE COMPLETED BY 31 DEC 2006
TBD	Biannual Report	Information to be provided by area rep

Decline of award

If you do not wish to accept this award, or comply with the terms and conditions of the award, submit a letter in writing indicating that you wish to decline the award to the attention of Janice Waddy, Department of Criminal Justice Services, Grants Administration 202 North Ninth Street, Richmond, VA 23219.

Training

Mandatory training classes will be held to assist with the completion of the grant requirements. It is **mandatory** that you attend one of the trainings listed below. Contact Shelia V. Anderson for registration and further information. She can be reached at 804/786-9469 or via email at Shelia.Anderson@dcjs.virginia.gov

First Training session			Second Training Session		
09 Nov 2005	Richmond Police Academy	9:00 am to 12:00 noon	15 Nov 2005	Alleghany County Sheriffs' Office	9:00 am to 12:00 noon

Questions and Technical Assistance

- **For questions regarding the acceptance or decline of this award**, contact Janice Waddy, Grant Administrator at (804) 784-4011, or e-mail her at janice.waddy@dcjs.virginia.gov
- **For questions regarding the program, or completing the forms**, contact Shelia Anderson (804) 786-9469 or email her at shelia.anderson@dcjs.virginia.gov

LINKS TO FORMS AND DOCUMENTS

FORMS

Initial Strategy and Procurement Form (ISPF)

<http://www.dcjs.virginia.gov/cple/grants/letpp/ISPF.cfm>

Drawdown Verification List

<http://www.dcjs.virginia.gov/forms/cple/letppDrawDown2005.doc>

Pay Accounting Sheet (PAS)

<http://www.dcjs.virginia.gov/cple/grants/letpp/PayAccounting.cfm>

DOCUMENTS

Commonwealth of Virginia State Strategy (SVSS)

<http://www.dcjs.virginia.gov/cple/grants/letpp/VaStateStrategy.cfm>

National Memorial Institute for the Prevention of Terrorism

<http://www2rkb.mipt.org/>